

Headquarters
V Corps
Unit 29355
APO AE 09014

V Corps Reg 600-8-22
25 September 2001

Decorations, Awards and Honors

MILITARY AWARDS

FOR THE COMMANDER:

Official:

KENNETH J. QUINLAN
Brigadier General, USA
Chief of Staff

BRIAN P. MOORE
LTC, SC
Deputy G6

DISTRIBUTION:
A

Summary. This regulation provides guidance for administering the V Corps Awards Program.

Applicability. This regulation applies to all active duty personnel assigned or attached to divisional and non-divisional units in V Corps.

Supplementation. Supplementation of this regulation is prohibited without prior approval from HQ, V Corps, ATTN: AETV-AG, Unit 29355, APO AE 09014.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by the Information Management office. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, V Corps, ATTN: AETV-AG, Unit 29355, APO AE 09014.

* This regulation supersedes V Corps Reg 600-8-22, dated 16 Jul 96.

1. PURPOSE.

To prescribe policies and establish procedures pertaining to the V Corps Military Awards Program.

2. REFERENCES.

- a. AR 600-8-22, Military Awards, dated 25 February 1995.
- b. AR 600-8-105, Military Orders, dated 28 October 1994.
- c. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, dated 1 September 1992.
- d. AR 672-7 (C), Armed Forces, Decorations for Foreign Military Personnel, dated 1 May 1985.
- e. V Corps Reg 672-3, V Corps Distinguished Leader Program, dated 19 Jul 2000.
- f. V Corps Reg 672-4, V Corps Distinguished Small Unit Program, dated 19 Jul 2000.

3. EXPLANATION OF TERMS.

The following is provided to distinguish the difference between achievement and service awards:

a. Meritorious achievement is defined as an act, which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, a quick accomplishment and a quality product of an important task can be a factor in determining the value of an act. There is no restriction on the number of "achievement" awards an individual may receive during a tour; however, recommending officials must be extremely cautious to quantify and qualify the act or accomplishment deserving the award.

b. Meritorious service is defined as service distinguished by a succession of outstanding acts of achievement over a sustained period of time. Individual performance must exceed that expected by virtue of rank and experience, based on accomplishments during an entire tour of duty. Service awards are not limited to only one per tour. Soldiers who receive an award at the end of the next assignment, but the second award will not be based on the previous assignment. Acts or accomplishments already acknowledged in an achievement award will not be cited in a subsequent service award. Soldiers who complete an In-Place Consecutive Overseas Tour (IPCOT) are eligible for award consideration at the conclusion of the initial tour and completion of the subsequent tour.

4. RESPONSIBILITIES.

a. Unit Commanders. To ensure that award recommendations on their assigned/attached personnel are prepared IAW AR 600-8-22 and V Corps Reg 600-8-22 and processed in a timely manner to ensure soldiers are recognized prior to their departure from the unit or immediately following the act for which an achievement award is generated. (See Appendix A-C)

b. Adjutant General. It is the responsibility of the Adjutant General to expeditiously process awards IAW AR 600-8-22.

5. POLICY.

a. **Recognition.** The V Corps awards program provides recognition for exceptional service or achievement, special skills or qualifications, and acts of heroism not involving actual combat. The policies listed below are furnished to assist commands and heads of staff offices in managing and evaluating their awards and recognition programs.

(1) Every soldier assigned to V Corps who contributes to the successful accomplishment of the command mission will be considered for recognition for their service. Recognition may be formal (e.g., Letters of Commendation/Appreciation, V Corps Certificate of Achievement, or decoration), or informal (e.g., exit interview, V Corps Scroll of Appreciation, or announcement at a special gathering).

(2) Prior to submitting an award recommendation, the recommending official should evaluate the individual's duty performance to determine what the soldier has done to significantly improve the morale, welfare, and overall effectiveness of the organization. Soldiers who are flagged will not normally receive an award, but as an exception, soldiers who are flagged for not meeting the Army weight standards may be recommended and presented an award for retirement, heroism, or valor.

(3) Personnel leaving the active service (ETS, retirement, transferring to USAR or ARNG status) will receive appropriate recognition before departing this command. This may include presentation of an award, certificate or the Army Lapel Pin to soldiers transitioning from the active service.

b. **Unwritten guidance.** Unwritten guidance on awards policy is prohibited. Examples of this unauthorized guidance are 'one tour, one award', rank limitation on levels of awards, and time limitations on awards or levels of awards. Time limitations on submission of award recommendations specified in paragraph 1-14, AR 600-8-22, normally within 2 years of the act or achievement, apply to award recommendations submitted in V Corps.

c. **Submission Timelines.** Award recommendations should be submitted within established time frames to ensure timely recognition. A letter of lateness is required, signed by an O6, on any award submitted that will not be presented to a soldier prior to their departure from the unit. In addition, these awards must also be accompanied by a personal phone call to the Chief of Staff from the individual's separate brigade commander or staff/special staff principal.

(1) Awards approved by the Commander, V Corps should arrive at Headquarters, V Corps, ATTN: AETV-AGP, to allow sufficient time for processing, as follows:

(a) Army Commendation Medal. No later than **45 days** before rotation or desired date of presentation, whichever is earlier.

(b) Meritorious Service Medal or Legion of Merit for Retirement. No later than **75 days** before rotation or presentation date, whichever is earlier.

(2) Legion of Merit for Permanent Change of Station (PCS). No later than **75 days** before rotation or presentation date, whichever is earlier.

(3) Awards approved by HQDA. These awards must be submitted so as to arrive at this headquarters not later than **120 days** prior to presentation date, with the following exceptions:

(a) Award recommendations for U.S. Air Force, U.S. Navy, and U.S. Marine Corps personnel.

The same timeline for Army personnel applies to personnel of other services IAW AR 600-8-22 and V Corps Reg 600-8-22. Members of other services permanently assigned to Army units may accept Army awards without seeking concurrence from the other service with one exception for Air Force personnel. The delegation of approval authority for Air Force personnel **only** is limited to the Meritorious Service Medal and below. A copy of the approved award must be forwarded to the respective services awards office for permanent records purposes. For personnel assigned temporarily between the services, the other service may recommend an award by forwarding the recommendation directly to the service member's permanent command for action/concurrence.

(b) Award recommendations for service personnel of allied nations. These awards must arrive at this headquarters **180 days** prior to presentation date IAW AR 672-7 (C). Recommendations will include a biographical sketch of the recommended individual that, as a minimum, will include: full name, military personnel identification Number (Personen Kennziffer), date and place of birth, marital status, education, and military service. A sample biography is at Appendix J. Units are required to obtain concurrence from recommending commanders in the chain of command. The Corps AG obtains concurrence of the U. S. Ambassador and Defense Attaché to the host nation. The USAREUR commander is the approval authority for award of the Meritorious Service Medal and lesser awards. Department of the Army is the final award approval authority for the Legion of Merit.

(4) All award recommendations to be processed by the USAREUR commander or HQDA will be submitted through command channels to the V Corps Adjutant General. Upon approval by USAREUR or HQDA, awards will be returned through the V Corps Adjutant General to the recommending command. Any exception to this procedure will be coordinated with the Chief, Personnel Actions Division, Office of the Adjutant General.

6. PROCEDURES.

a. **Approval/Disapproval Authority.** A commander who does not have authority to approve/disapprove an award of a decoration will make his recommendation/comments in the appropriate box of the DA Form 638 and forward to next higher commander. It is important to include comments justifying a recommendation to disapprove or downgrade an award. Commanders having authority to approve an award may delegate disapproval authority to their immediate subordinate commanders who have authority to approve the next lower award. This delegation must be in writing and should be accomplished with each change of command. Sample delegation memorandum is at Appendix D.

b. **Service Awards.**

(1) The award recommendation of a Legion of Merit will be submitted through appropriate command channels to the approving authority (Appendix A) on DA Form 638 accompanied by a narrative of accomplishments and an awards tracking sheet (Appendix E). The DA Form 638 will include the statement "See enclosed narrative" in Part III, Achievement #1. Achievement blocks 2 through 4 will be left blank. The proposed citation in Part III, block 21 will be completed.

(2) The narrative of accomplishments will be prepared on 8 1/2 by 11 inch bond paper, Times Roman New and is limited to one type written page using 12-pitch font, single space, except for award recommendations for heroism, retirement awards, and the Distinguished Service Medal.

(3) Award recommendations for the Meritorious Service Medal and below will be submitted through appropriate command channels to the approving authority (Appendix C) on DA Form 638 accompanied by the awards tracking sheet (Appendix E). Narrative descriptions are not authorized for awards of the MSM and below.

(4) Recognition Upon Retirement. Each individual approaching retirement will be considered for an appropriate decoration based on his or her rank, years of service, degree of responsibility, and manner of performance. Meritorious service awards may be awarded upon retirement, which may include periods of service longer than that served within V Corps. It is recommended that such periods be limited to the last 10 years of service.

c. Achievement Awards.

(1) An achievement award should be presented to a soldier immediately after an act performed well above the expected level of performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, speed of accomplishment of an important task can be a factor in determining the value of an act.

(2) Commanders of V Corps non-divisional units listed at Appendix A, who are not authorized to approve the Army Commendation Medal or Meritorious Service Medal must obtain verbal approval from the approval authority before they present the award.

(3) The use of verbal award procedures does not preclude the requirement to submit a recommendation for the award as required under normal awards processing procedures. The follow-up recommendation substantiating the achievement award, will indicate clearly that the award was presented, reference the verbal approval, and be submitted within 10 working days after approval to the Commander, V Corps, ATTN: AETV-AGP, Unit 29355, APO AE 09014.

d. Permanent Orders. Upon approval of recommended award, commanders having award approval authority will publish permanent orders for all awards approved at their level. The exception is in the case of the Military Outstanding Volunteer Service Medal (MOVSM). Although the award is processed using the DA Form 638, once the award is approved it is returned for presentation without an order. The DA Form 638 is also forwarded to the local Personnel Detachment to be annotated on the soldier's DA Form 2-1 (Enlisted), Enlisted Record Brief or the Officer Record Brief. The MOVSM can be approved by the first LTC in the chair of command. No orders or certificate is provided. For presentation purposes a DA Form 2442, Certificate of Achievement, may be used to acknowledge the achievement. An Example of this certificate and citation is at Appendix K.

e. Award Certificates. Certificate citations for the Legion of Merit, Bronze Star Medal, Air Medal with "V" Device and Army Commendation Medal with "V" Device are limited to a maximum of nine lines, 12 characters per inch. Certificate citations for the Meritorious Service Medal, Army Commendation Medal and Army Achievement Medal are limited to a maximum of four lines, except retirement awards, which may be six lines in length. The commanders having approval authority must finalize all awards prior to the formal presentation. The approval authority will requisition medal sets and green plastic folders through normal supply channels. (See Appendix F for NSN's)

f. **V Corps Distinguished Leader/Small Unit Program.** These programs are designed to foster professionalism and cohesion. They also encourage leaders and soldiers to commit themselves to excellence. Recognized units and soldiers receive a unit-level certificate and a V Corps Distinguished small unit/leader medallion (Appendix L), which is worn on the duty/Class A uniform for 1 year. For eligibility and submission criteria see ref e and f above.

g. **USAREUR Certificates of Achievement.**

(1) Commanders of the 1st Armored Division, 1st Infantry Division, and 3d Corps Support Command are authorized to overprint the USAREUR Certificate of Achievement with their command designation for award to soldiers assigned to those organizations. Other commands will use only the V Corps overprint version for awarding Certificates of Achievement to assigned soldiers. (Refer to Figure 1, Appendix G.)

(2) Commanders in the rank of Lieutenant Colonel and above are authorized to award and sign the V Corps overprinted version of the USAREUR Certificate of Achievement (AETV Form 2) to member of their command. (Refer to Figure 1, Appendix G.)

h. **Badges.**

(1) Recommendations for award of Combat and Special Skill Badges will be submitted on a DA Form 4187 through command channels to the commander authorized to approve the award. Chapter 8, Section II, AR 600-8-22 prescribes eligibility requirements and approval authorities for U. S. Army

(2) Recommendation for award of foreign badges must be submitted on a DA Form 4187 requesting acceptance and wear of the foreign award. Paragraph 9-30, AR 600-8-22 prescribes eligibility requirements and approval authorities for acceptance and wear of foreign badges. A sample DA Form 4187 is at Appendix H.

(a) Requests must have a copy of the foreign certificate (dated), an official translation of the certificate (with raised seal and/or original signature of translator), and any additional qualification worksheets attached.

(b) Qualification and special skill badges may be accepted if awarded in recognition of meeting the criteria as established by the foreign government concerned for the specific award. Only those badges, which are awarded in recognition of military activities and by the military department of the host country, are authorized for acceptance and permanent wear.

(c) If a particular badge is authorized for award in the host country only to enlisted personnel, then it may be accepted and worn only by U. S. Army enlisted soldiers.

(d) Any request for acceptance and wear of a foreign badge not listed in Appendix D, AR 600-8-22, will be forwarded through command channels to the U. S. Army Total Army Personnel Command (TAPC-PDO-PA) for approval. A translation of common foreign badges is found at Appendix I of this regulation.

i. **Scroll of Appreciation.** Commanders in the rank of Lieutenant Colonel and above are authorized to award and sign the V Corps overprinted version of the Scroll of Appreciation to service members, civilians, and units in their command. (Refer to Figure 2, Appendix G.)

j. Volunteer/Spouse Awards.

(1) Heart of Victory. This award is a Commanding General, V Corps, personal program established to recognize outstanding volunteer service on behalf of V Corps soldiers, civilians, families and communities. The award consists of a certificate signed by the Commanding General and a medallion (Refer to Figure-3, Appendix G). Award recommendations are forwarded as a complete packet to HQ, V Corps, ATTN: AETV-AGP, APO AE 09014. The packet must arrive at V Corps for processing **NLT 30 days** prior to presentation date and include the following:

(a) A letter of recommendation signed by a Lieutenant Colonel or higher, which contains the name and community of the candidate, name and position of recommender and a brief narrative summarizing the nature of the service.

(b) A proposed citation to read during the award presentation.

(c) A proposed date for presentation.

(d) A point of contact from the requesting unit including phone number and FAX number.

(2) Family Support Group Leader Award (FSGL). This award is a personal program of the Commanding General, USAREUR/7A, to honor outstanding volunteers in leadership positions within the Family Support Group. The intent of the award is to recognize outstanding service to family support system. The approval authority for this award is the first general officer in the chain of command. The award consists of Commander In Chief, USAREUR Medal. Award nominations are forwarded as a complete packet to HQ, V Corps, ATTN: AETV-AGP, APO AE 09014. The packet must arrive at V Corps for processing **NLT 30 days** prior to presentation date and include the following:

(a) A letter of nomination, signed by a Lieutenant Colonel or higher, which contain the name and community of the candidate, name and position of recommender and a brief narrative summarizing the nature of the volunteer service.

(b) A proposed citation to read during the award presentation.

(c) A proposed date for presentation.

(d) A point of contact from the requesting unit with a phone number and FAX number.

(3) Soaring Eagle Award (SEA). This award is also a program of Commanding General, USAREUR/7A that celebrates extraordinary volunteer service that is prominent even among other outstanding volunteer contributions. All community volunteers are eligible to be nominated provided the nominee has been in USAREUR two or more years and the volunteer service has been of such magnitude as to impact the soldiers and family members throughout the European theater. The award consists of a medallion and a chain with a certificate signed by the Commander in Chief, USAREUR (Refer to Figure-4, Appendix G). Award recommendations are forwarded as a complete packet through the chain of command and Area Support Group to HQ, V Corps, ATTN: AETV-AGP, APO AE 09014. The packet must arrive to V Corps for processing **NLT 60 days** prior to presentation date and include the following:

(a) A nomination signed by a Lieutenant Colonel, civilian equivalent, or above. Nominations will be in memorandum format and include the full name of volunteer, as it should appear on the certificate, name and title of volunteer's spouse, and period of volunteer service.

(b) A synopsis of significant service performed and specific examples of how service affected the community or USAREUR as a whole. Nominations will not be based only on family support group leadership and social organization participation.

(c) Other volunteer awards received or pending.

(d) The proposed date of presentation.

(e) A Point of contact from the requesting unit with a phone number and FAX number.

k. **Lapel Buttons.** Lapel buttons for personnel separating or retiring from the service will be requisitioned through supply channels and issued in a ceremony or formation by the immediate unit commander or his designated representative to soldiers separating from active federal service. Lapel buttons for next of kin of deceased personnel will be requisitioned by the unit through supply channels and provided to Casualty Assistance Officer for presentation to widow(ers), parents, and primary next of kin of service members who lose their lives while serving on active duty. (See Appendix F for NSNs)

l. **300 Physical Training (PT) Club.** Recognizes soldiers who receive 300 on their PT test by awarding a certificate and a patch that can be worn on the PT uniform. Any level unit can submit requests via memorandum to the V Corps AG using email, agcssncoic@hq.c5.army.mil or via fax at DSN 370-5732.

7. Reports.

a. A report on the timeliness of award submission for awards submitted to Headquarters, V Corps will be prepared and provided to V Corps MSC on a quarterly basis.

b. In accordance with paragraph 1-49, AR 600-8-22, an end of year award report (Reports, Number, And Types Of Decorations Awarded, RCS MILPC-45 (RI)) will be forwarded to Commander, Headquarters, V Corps, ATTN: AETV-AGP, Unit 29355, APO AE 09014. The report is to arrive by the 4th calendar day of January following the close-out of the reporting period for consolidation and forwarding to 1st Personnel Command.

APPENDIXES:

A - Awards Approval/Disapproval Authority Within V Corps

B - Instructions for Completion of DA Form 638

C - Sample DA Form 638

D - Sample Award Delegation Memorandum

E - Award Information Sheet

F - Supply Stock Numbers

G - Certificates

H - Sample DA Form 4187

I - Translation of Badges

J - Sample Biography

K- Sample DA Form 2442

L- V Corps Distinguished Small Unit/Leader AWD

APPENDIX A
AWARDS APPROVAL/DISAPPROVAL AUTHORITY WITHIN V CORPS

The Commander of	May approve/disapprove	May recommend disapproval
V Corps	*LOM (Ret) MSM, ARCOM, AAM, MOVSM	LOM (PSC), Higher awards
1st Armored Division	MSM, ARCOM, AAM, MOVSM	LOM, Higher awards
1st Infantry Division	MSM, ARCOM, AAM, MOVSM	LOM, Higher awards
3d Corps Support Command	MSM, ARCOM, AAM, MOVSM	LOM Higher awards
V Corps Artillery	ARCOM, AAM, MOVSM	**MSM, Higher awards
18th Military Police Brigade	ARCOM, AAM, MOVSM	**MSM, Higher awards
130th Engineer Brigade	ARCOM, AAM, MOVSM	**MSM, Higher awards
22d Signal Brigade	ARCOM, AAM, MOVSM	**MSM, Higher awards
205th MI Brigade	ARCOM, AAM, MOVSM	**MSM, Higher awards
11th Aviation Regiment	ARCOM, AAM, MOVSM	**MSM, Higher awards
12th Aviation Brigade	ARCOM, AAM, MOVSM	**MSM, Higher awards
69th ADA Brigade	ARCOM, AAM, MOVSM	**MSM, Higher awards
30th Medical Brigade	ARCOM, AAM, MOVSM	**MSM, Higher awards

APPENDIX A
AWARDS APPROVAL/DISAPPROVAL AUTHORITY WITHIN V CORPS

The Commander of-	May approve/disapprove	May recommend disapprove
V Corps Special Trps Bn	AAM MOVSM	**ARCOM, Higher awards

REMARKS:

* Authorized to approve the LOM for colonel or below for retiring or deceased soldiers only (AR 600-8-22, table 3-2). Cdr, USAREUR, approves the LOM for meritorious service.

** Authority delegated in writing to disapprove the award recommendations.

APPENDIX B
INSTRUCTIONS FOR COMPLETION OF DA FORM 638
FOR ALL U.S. ARMY INDIVIDUAL DECORATIONS
(CAN BE NEATLY HANDWRITTEN OR TYPED)

HEADING:

- Block 1: Commander with final approval authority
- Block 2: Unit recommending award.
- Block 3: Date recommendation initiated.

PART 1: SOLDIER DATA

- Block 4: Last Name, First Name, and Middle Initial.
- Block 5: Indicate rank, not grade (e.g., SGT).
- Block 6: Self-explanatory.
- Block 7: Enter the soldier's current unit address of assignment (e.g., HHC, V Corps, Unit 29355, APO AE 09014).
- Block 8: Indicate all previous awards as they appear on the DA Form 2-1 or ORB (e.g., MSM, ARCOM-1OCL (indicates received two ARCOMs)). Do not enter service or campaign medals.
- Block 9: Leave blank for U. S. Army soldiers. See Table 3-4, Step 8, AR 600-8-22.
- Block 10: Type of award to include # of Oak Leaf Clusters (e.g., MSM-1OLC or ARCOM-2OLC).
- Block 11: Enter period covered by award.
- Block 12a: Indicate ACH, SVC, PCS, ETS or RET.
- Block 12b: Indicate if an interim award was given (if YES, include DA Form 638 of the interim award).
- Block 13: Self-explanatory.

PART 11: RECOMMENDER DATA

- Block 14: Last Name, First Name, Middle Initial of recommender
- Block 15: Enter recommender's current unit address of assignment
- Block 16: Enter recommender's current title/position.
- Block 17: Indicate rank, not grade.
- Block 18: Use this block to clarify.
- Block 19: Name in block 14, must sign original DA Form 638.

PART III: JUSTIFICATION AND CITATION DATA

- Block 20: For awards of the MSM, ARCOM, and AAM use bullet statements. List soldier's meritorious achievements or service. Four blocks provided. One or all blocks may be used. For recommendations of other awards a narrative justification is required and will be added as an addendum (enclosure) to the DA Form 638.

APPENDIX B
INSTRUCTIONS FOR COMPLETION OF DA FORM 638
FOR ALL U.S. ARMY INDIVIDUAL DECORATIONS

Block 21: The citation for awards of the MSM, ARCOM, and AAM are limited to **four** lines. Use only the space provided on the DA Form 638. All other awards are limited to nine lines and may be submitted on 8 1/2 x 11 inch bond paper. Awards of the DSM and above may be up to 19 lines. (NOTE: Actual certificates, for MSM, ARCOM, and AAM are limited to a maximum of four lines, except retirement awards, which may be six lines in length.

PART IV: RECOMMENDATIONS/APPROVAL/DISAPPROVAL

Block 22: Personnel Administrative Center (PAC) certifies by signature that soldier is eligible to receive award.

Blocks 23-25: Intermediate Commanders will make their recommendations/comments, sign and forward through the next Commander in the chain of command to approval/disapproval authority.

Block 26: Final approval authority will indicate his/her decision and sign block 26h.

- If award is approved, forward DA Form 638 to the orders issuing authority.
- If award is disapproved (no award) make copies of the Form 638 for PSD records and return original through intermediate commander to unit PAC. The PAC will make copies for unit files, recommender and individual, and forward original to soldier's OMPF.
- If award is downgraded, complete Part V. Prepare award certificate as outlined in table 3-5, AR 600-8-22 for approval authority's signature. Send copy of the DA Form 638 for filing in the soldier's OMPF.

PART V: ORDERS DATA

Block 27a: Enter orders issuing headquarters.

Block 27b: Enter permanent order number.

Block 28a: Enter name of orders approval authority.

Block 28b: Enter rank of orders approval authority.

APPENDIX B
INSTRUCTIONS FOR COMPLETION OF DA FORM 638
FOR ALL U.S. ARMY INDIVIDUAL DECORATIONS

Block 28c: Enter title/position of orders approval authority.

Block 28d: Orders approval authority will review part V for accuracy and sign block 28d.
Use of signature stamp is authorized.

Block 29: Enter approved award (e.g., AAM, ARCOM-1OLC, MSM-2OLC).

Block 30: Enter date of order.

Block 31: Complete the distribution block as follows:

- 1 Copy - Soldier
- 1 Copy - OMPF (Only if downgraded or disapproved award)
- 1 Copy - MPRJ
- 1 Copy - Files

APPENDIX C SAMPLE DA FORM 638

RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is CDCSPER			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
1. TO Commander, V Corps APO AE 09014		2. FROM Commander, V Corps Artillery APO AE 09096	
		3. DATE 16 NOV 00	
PART I - SOLDIER DATA			
4. NAME Donmore, Whitt Less		5. RANK 1LT	6. SSN 123-66-8900
7. ORGANIZATION A Btry, 4/27th Field Artillery Battalion APO AE 09089		8. PREVIOUS AWARDS MSM, ARCOM-1OLC, AAM-4OLC	
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD MSM 1OLC	11. PERIOD OF AWARD a. FROM 1 OCT 97 b. TO 30 SEP 00
12. REASON FOR AWARD		13. POSTHUMOUS	
12a. INDICATE EACH SVC, PCS, ETS OR RET PCS		12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
PART II - RECOMMENDER DATA			
14. NAME John C. Sannitee		15. ADDRESS A Btry, 4/27th FA Bn APO AE 09089	
16. TITLE/POSITION Battery Commander	17. RANK CPT		
18. RELATIONSHIP TO AWARD Supervisor		19. SIGNATURE ////Signed////	
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 1LT Donmore has diligently served in units throughout both USAREUR and V Corps. During his 3 year tour., he served in the Berlin Brigade, the 41st FA Bde, and the 4/27th FA. In Nov 94, he was recognized for his numerous outstanding contributions by being selected as the Corps Troops nominee for the General Douglas MacArthur Leadership Award.			
ACHIEVEMENT #2 As Btry XO for A Btry 4/27 FA, 1LT Donmore revitalized his section and led it to outstanding results during an Bn EXEVAL in Sep 98. He organized his section superbly for annual Command Inspection as result his section received excellent laudatory comments and the GC coins.			
ACHIEVEMENT #3 Dual-hatted as both Btry XO and leader of "Team People", he organized and executed the personnel, POV, and household goods portion of 4/27th FA move from Germany to Fort Sill, OK. He served as the Rear Battery Commander and executed a rigorous final close out of the battery after moving over \$500,000.00 worth of equipment.			
ACHIEVEMENT #4 As the Batter Fire Support Officer, 1LT Donmore brilliantly supervised the fielding of new Howitzer and 120 MM mortars. He performed superbly as an assistant S3 in the 41st FA Bde.			
21. PROPOSED CITATION For outstanding meritorious service while assigned as a Fire Support Officer, Assistant S3, Battery Executive Officer, Rear Battery Commander. 1LT Donmore's remarkable performance of duty in four duty positions contributed immeasurably to readiness and reflect great credit upon him, 41st Field Artillery Brigade, V Corps and the United States Army.			

DA FORM 638, NOV 94

REPLACES DA FORM 638-1.
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.

USAPPCV5.00



APPENDIX C SAMPLE DA FORM 638

NAME Donmore, Whitt Less		SSN 123-66-8900	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22, and that the information contained in Part I is correct.		22a. SIGNATURE Adjutant or PSNCO's signature	22b. DATE 17 NOV 00
23. INTERMEDIATE AUTHORITY	a. TO Commander, 41st FA Bde APO AE 09089	b. FROM Commander, 4/27st FA Bn APO AE 09089	c. DATE
d. RECOMMEND:	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	UPGRADE TO: DOWNGRADE TO:	
e. NAME John C. Sannitee	f. RANK LTC		
g. TITLE/POSITION Battalion Commander	h. SIGNATURE ////Signed////		
i. COMMENTS Optional (highly encourage)			
24. INTERMEDIATE AUTHORITY	a. TO Commader, V Corps Artillery APO AE 09096	b. FROM Commander, 41st FA Bde APO AE 09089	c. DATE 18 NOV 00
d. RECOMMEND:	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	UPGRADE TO: DOWNGRADE TO:	
e. NAME Frank N. Stein	f. RANK COL		
g. TITLE/POSITION Brigade Commander	h. SIGNATURE ////Signed////		
i. COMMENTS Optional (highly encourage)			
25. INTERMEDIATE AUTHORITY	a. TO Commander, V Corps APO AE 09096	b. FROM Commader, V Corps Artillery APO AE 09096	c. DATE 20 NOV 00
d. RECOMMEND:	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	UPGRADE TO: DOWNGRADE TO:	
e. NAME I.M. Incharge	f. RANK COL		
g. TITLE/POSITION Corps Artillery Commander	h. SIGNATURE ////Signed////		
i. COMMENTS Optional (highly encourage)			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Commander, V Corps Artillery APO AE 09096	c. DATE 22 NOV 00
d.	<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	RECOMMEND UPGRADE TO: DOWNGRADE TO:	
e. NAME Dee B. Bossmann	f. RANK LTG		
g. TITLE/POSITION Corps Commander	h. SIGNATURE ////Signed////		
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ Headquarters, V Corps, Heidelberg GE APO AE 09014		27b. PERMANENT ORDER NO. 322-01	31. DISTRIBUTION 1 - Soldier 1 - MPRJ 1 - OMPF 1 - Unit File
28a. NAME OF ORDERS APPROVAL AUTHORITY Neet A. Breaksom		28b. RANK CW2	
28c. TITLE/POSITION Chief, Personnel Actions Division		29. APPROVED AWARD MSM-1OLC	
28d. SIGNATURE ////Signed////		30. DATE 22 NOV 00	



REVERSE, DA FORM 638, NOV 94

USAPPCV5.00


APPENDIX D
SAMPLE DELEGATION OF AUTHORITY MEMO

	DEPARTMENT OF THE ARMY HEADQUARTERS, V CORPS UNIT 28355 APO AE 09014
REPLY TO ATTENTION OF	
AETV-CG	AUG 20 2001
MEMORANDUM FOR SEE DISTRIBUTION	
SUBJECT: Delegation of Authority to Disapprove Recommendations for Award of the Meritorious Service Medal (MSM)	
<p>1. In accordance with paragraph 3-4d, AR 600-8-22, Military Awards, you are hereby delegated the authority to disapprove recommendations for award of the Meritorious Service Medal pertaining to members of your command.</p> <p>2. This delegation of authority may be cancelled or withdrawn any time. Upon my leaving command, this delegation is subject to review by the incumbent V Corps Commander for the purpose of cancellation or renewal.</p> <p>3. Further delegation of this authority is not authorized.</p> <p>4. The POC for this Memorandum is LT Terrell Pasley, 370-5796.</p> <p>5. Victory Corps!</p>	
	 WILLIAM S. WALLACE Lieutenant General, USA Commanding
DISTRIBUTION: Commander, V Corps Artillery, APO AE 09007 Commander, 11 th Aviation Regiment, APO AE 09140 Commander, 12 th Aviation Brigade, APO AE 09182 Commander, 18 th Military Police Brigade, APO AE 09028 Commander, 22 nd Signal Brigade, APO AE 09175 Commander, 30 th Medical Brigade, APO AE 09042 Commander, 69 th Air Defense Brigade, APO AE 09182 Commander, 130 th Engineer Brigade, APO AE 09165 Commander, 205 th Military Intelligence Brigade, APO AE 09096	

APPENDIX D
SAMPLE DELEGATION OF AUTHORITY MEMO

	DEPARTMENT OF THE ARMY HEADQUARTERS, V CORPS UNIT 29355 APO AE 09014
REPLY TO ATTENTION OF	
AETV-CG	AUG 20 2001
MEMORANDUM FOR Lieutenant Colonel Robert C. Shaw, Commander, Special Troops Battalion, V Corps, Unit 29355, APO AE 09014	
SUBJECT: Delegation of Authority to Disapprove Recommendations for the Award of the Army Commendation Medal (ARCOM)	
<ol style="list-style-type: none">1. In accordance with AR 600-8-22, Military Awards, paragraph 3-4d, you are hereby delegated the authority to disapprove recommendation for awards of the Army Commendation Medal pertaining to members of your command.2. This delegation of authority may be cancelled or withdrawn any time. Upon my leaving command, this delegation is subject to review by the incumbent V Corps Commander for the purpose of cancellation or renewal.3. Further delegation of this authority is not authorized.4. The POC for this Memorandum is LT Terrell Pasley, 370-5796.5. Victory Corps!	
<div style="text-align: right;"> WILLIAM S. WALLACE Lieutenant General, USA Commanding</div>	

APPENDIX E

		AWARD INFORMATION	
1. UNIT DATA		NAME/RANK _____ GENDER _____	
		COMPANY _____ BATTALION _____ BRIGADE _____	
		TYPE OF AWARD _____ PRESENTATION DATE _____	
		DATES ASSIGNED TO V CORPS _____	
		PREVIOUS AWARDS RECEIVED WHILE ASSIGNED TO V CORPS	

2. AG AWARDS			
		DATE INTO AWARDS _____ SIGNATURE _____	
3.	DATE	ACTION	REMARKS
4.			
SEQ	DATE / INITIALS	REMARKS	
	SGS		
	CSM		
	DCS		
	CS		
	DCG		
	CG	APPROVED: _____ DOWNGRADE: _____ DISAPPROVED: _____	
			DATE OUT: _____

AG AWARDS INFORMATION AND ROUTING FORM

APPENDIX F
SUPPLY STOCK NUMBERS

1. Army Lapel Button - SN: 8455-01-177-4951.
2. US Army Retired Lapel Button - SN: 8455-01-007-2796.
3. The Lapel Button for Next of Kin of Deceased Personnel - SN: 8455-01-088-4946,
4. Army Achievement Medal set – SN: 8455-0164-6632.
5. Army Commendation Medal set – SN: 8455-00269-5750.
6. Meritorious Service Medal set- SN: 8455-00450-3728.
7. Legion of Merit Medal set– SN: 8455-00-262-3469
8. Green folder for the award certificate – SN: 7510-755-7077

APPENDIX G
Figure 1

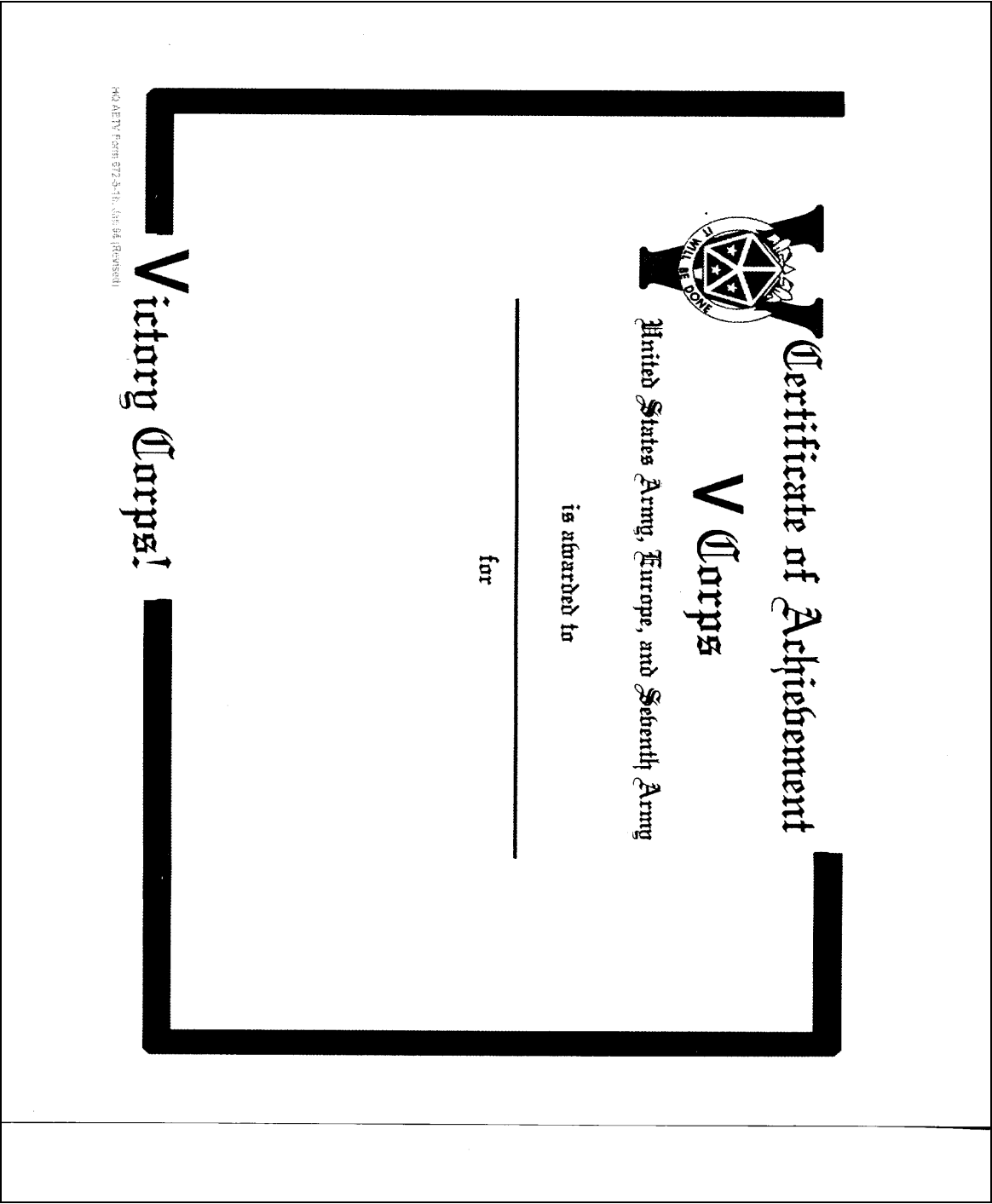


Figure-1

APPENDIX G
Figure 2

V Corps

United States Army, Europe, and Seventh Army

This

Scroll of Appreciation

is awarded to

for

Victory Corps !

HQ AETV Form 672 5-1c, Jan 94 (Revised)

Figure-2

APPENDIX G
Figure-3

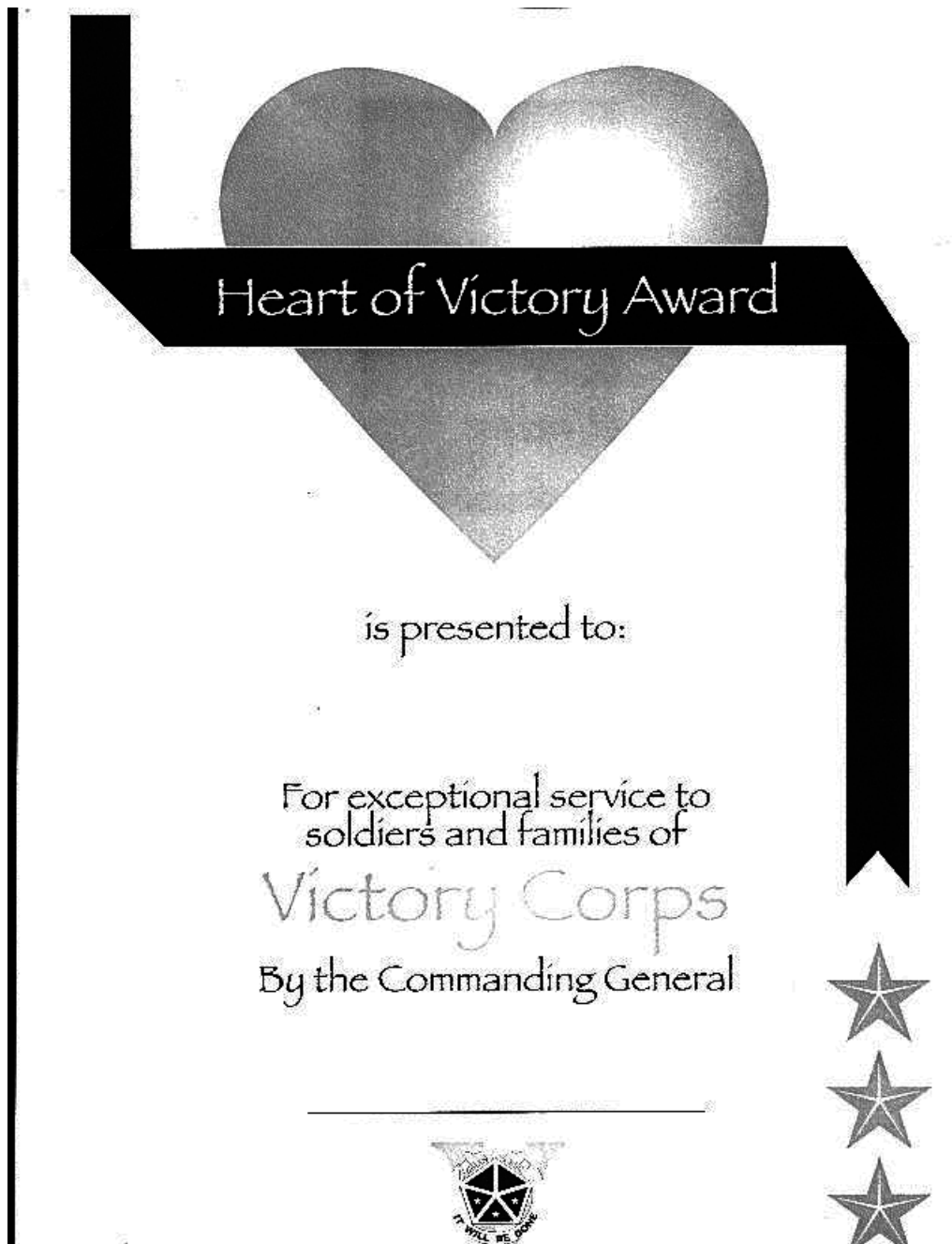


Figure 3

APPENDIX G

Figure-4

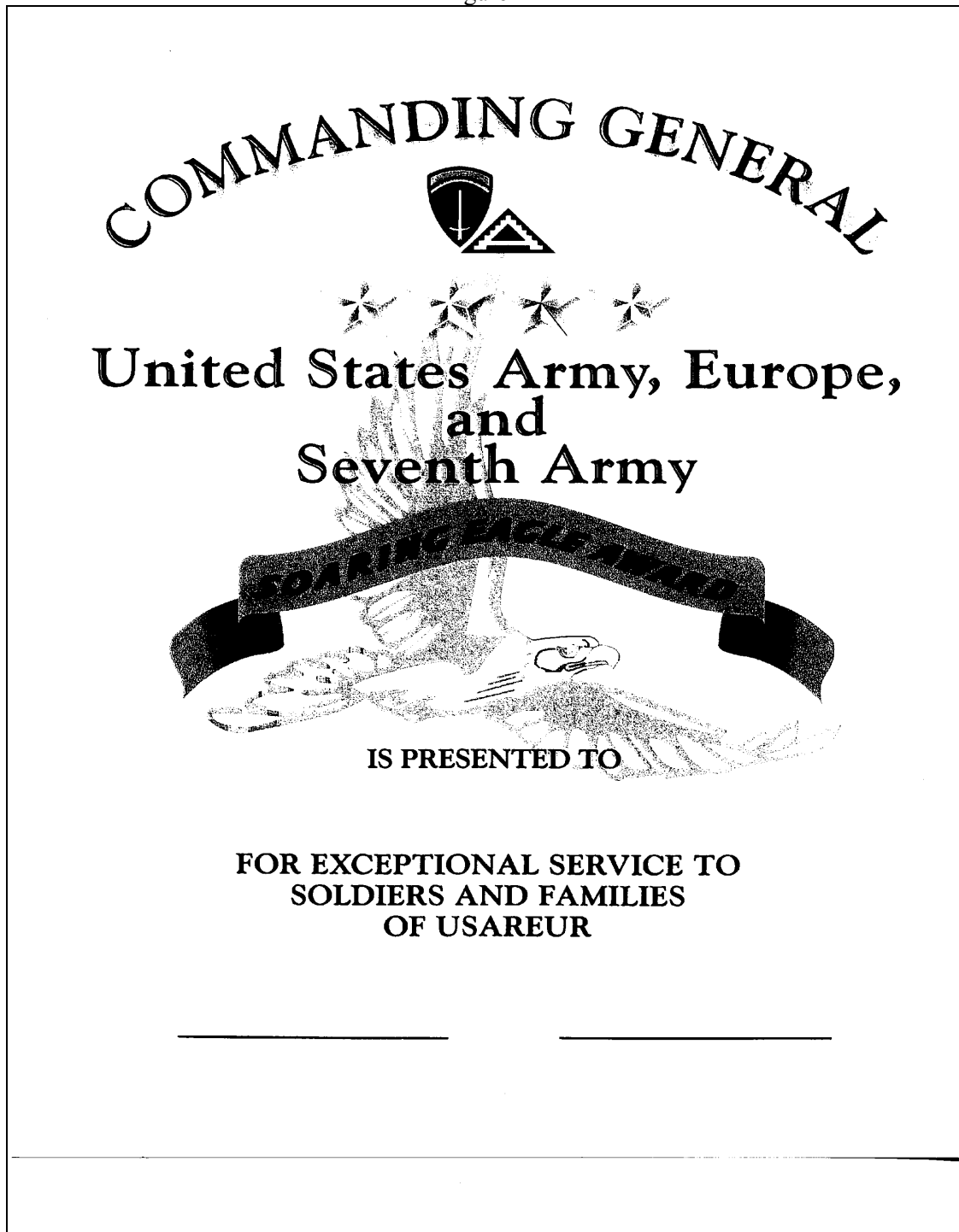


Figure 4

APPENDIX H DA FORM 4187

PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DAPAM 600-8-21; the proponent agency is CDCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:		Title 5, Section 3012; Title 10, USC, E.O. 9397.	
PRINCIPAL PURPOSE:		Used by soldier in accordance with DAPAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
ROUTINE USES:		To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:		Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code) Commander 41st FA BDE APO, AE 09089		2. TO (Include ZIP Code) Commander V Corps ATTN: AETV-AGP APO, AE 09014	
3. FROM (Include ZIP Code) Commander A 4/27st FA BN APO, AE 09089			
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Wanital, John C.		5. GRADE OR RANK/PMOS/ACC SPC/13B10	
6. SOCIAL SECURITY NUMBER 234-33-5687			
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____ 19 _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (ET only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (ET only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advances/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (ET only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Accept & Wear Foreign Badge	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required) ////Signed////		10. DATE ////Signed////	
SECTION IV - REMARKS (Applies to Sections II, III, and VI. (Continue on separate sheet)			
Request permission to accept and wear the (Country) (name of Badge). The following information is provided:			
a. Date and place of presentation.			
b. Name, rank, and position of person who presented the badge.			
c. Statement of service for which the badge was awarded, e.g. qualification for (country) Marksmanship Award (level). (NOTE: The request must be accompanied by a copy of the official certificate, official translation of the certificate, and any additional qualification worksheets attached.)			
d. Recipient's duty assignment.			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED
12. COMMANDER/AUTHORIZED REPRESENTATIVE Knowtomus, Jack T.		13. SIGNATURE ////Signed////	
		14. DATE ////Signed////	

DA FORM 4187, APR 95

PREVIOUS EDITIONS ARE OBSOLETE

USAPPC V5.00

COPY 1

APPENDIX I TRANSLATION OF FOREIGN BADGES

ENGLISH

GERMAN ARMED FORCES
EFFICIENCY BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN ARMED FORCES ACHIEVEMENT

BADGES: BRONZE, SILVER, GOLD

GERMAN ARMY MARKSMANSHIP BADGE
BRONZE, SILVER, GOLD
(OFFICERS ACCEPT ONLY) SEE NOTE 1

GERMAN ARMED FORCES PARACHUTIST
BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN ARMED FORCES BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN MILITARY SPORTSMAN
PERFORMANCE BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN ARMED FORCES ROCKET AND
AIR FLIGHT MISSILE PERSONNEL
PROFESSIONAL QUALIFICATION BADGE

GERMAN ARMY AIRBORNE RANGER PATCH

GERMAN ARMED FORCES AIR DEFENSE
GUN BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN RED CROSS LIFE GUARD BADGE

GERMAN ARMED FORCES MISSILE SAFETY
BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN

LEISTUNGSABZEICHEN
DER BUNDESWEHR

ABZEICHEN FUER LEISTUNGEN IM BADGE
TRUPPENDIENST DER BUNDESWEHR

SCHUETZENSCHNUR DES HEERES BADGES:

FALLSCHIRMSPRINGERABZEICHEN
DER BUNDESWEHR

TAETIGKEITSABZEICHEN
DER BUNDESWEHR

SPORTZEICHEN DES DEUTSCHEN
SPORTBUNDES

TAETIGKEITSABZEICHEN FUER
RAKETEN UND FLUGKOERPER
PERSONAL

INZELKAEMPFERABZEICHEN DES HEERES

ABZEICHEN FUER PERSONAL DER
LUFTWAFFENSICHERUNGSTRUPPE

LEBENSRETTUNGSABZEICHEN DES
DEUTSCHEN ROTEN KREUZES

ABZEICHEN DER BUNDESWEHR FUER
MUNITIONS FACHPERSONAL

APPENDIX I
TRANSLATION OF FOREIGN BADGES

ENGLISH

GERMAN FIREMAN QUALIFICATION BADGE
BRONZE, SILVER, GOLD

GERMAN PSYCHOLOGICAL DEFENSE
PERSONNEL BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN ARMED FORCES SURFACE-TO-AIR
MISSILE ALLOCATOR BADGE

GERMAN ARMED FORCES MISSILE PERSONNEL
BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN ARMED FORCES PROFICIENCY
BADGE FOR GENERAL DUTIES OF THE ARMY
BADGES: BRONZE, SILVER, GOLD

GERMAN ARMED FORCES ACTIVITY
AWARD FOR COMBAT SERVICE SUPPORT
PERSONNEL

GERMAN ARMED FORCES ANTI-AIRCRAFT
AND AIRFLIGHT MISSILE PERSONNEL
PROFESSIONAL QUALIFICATION BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN ARMY RESERVE ASSOCIATION
BADGE OF HONOR BRONZE

GERMAN LABOR SERVICE
COMMEMORATIVE BADGE

GERMAN ARMED FORCES LEADERSHIP
BADGE
BADGES: BRONZE, SILVER, GOLD

GERMAN HONORARY COMMEMORATIVE
BADGE

GERMAN

BERUFSABZEICHEN DER FEUER-
WEHR

ABZEICHEN DES PERSONALS FUER
PSYCHOLOGISCHE VERTEIDIGUNG

ABZEICHEN FUER FLUGSICHERUNGS-
KONTROLL PERSONAL

ABZEICHEN FUER FLUGKOERPER
PERSONAL

EHRENZEICHEN FUER ALLGEMEINE
HEERESAUFGABEN

TAETIGKEITSABZEICHEN FUER
LOGISTISCHES UNTERSTUETZUNGS-
PERSONAL

TAETIGKEITSABZEICHEN FUER
FLUGABWEHRRAKETEN UND
FLUGKOERPER PERSONAL

EHRENZEICHEN IN BRONZE DER
HEERESRESERVE

RUNGSABZEICHEN DER
ZIVILEN DIENSTGRUPPEN

FUEHRUNGSABZEICHEN DER
BUNDESWEHR

EHRENERINNERUNGSZEICHEN

APPENDIX I
TRANSLATION OF FOREIGN BADGES

ENGLISH

GERMAN NBC SCHOOL BADGE

GERMAN ARMED FORCES LONG RANGE

GERMAN ARMED FORCES

EFFICIENCY BADGE

BADGES: BRONZE, SILVER, GOLD

GERMAN

ABZEICHEN DER ABC-SCHULE

ABZEICHEN FUER FERNAUF-

KLAERUNGSLEISTUNGSABZEICHEN

DER BUNDESWEHR

NOTES:

1. UNLESS OTHERWISE SPECIFIED, MAY ONLY BE ACCEPTED AND RETAINED; NOT ALLOWED FOR WEAR ON THE U.S. ARMY UNIFORM.

2. MANY BADGES MAY OR MAY NOT BE AUTHORIZED FOR WEAR AND ARE ONLY HONORARY. ACCOMPANYING DOCUMENTS MUST BE READ VERY CAREFULLY.

3. FOREIGN BADGES ARE NOT SHOWN ON THE OFFICER RECORD BRIEF. THE DOCUMENT WHICH AUTHORIZES THE AWARD TO THE INDIVIDUAL WILL BE THE ONLY SOURCE FOR RECORD AND SHOULD BE PLACED IN THE OFFICIAL MILITARY PERSONNEL FILE.

THIS TRANSLATION SHEET DOES NOT CONSIST OF ALL THE GERMAN FOREIGN BADGES LISTED IN AR 600-8-22, APPENDIX D.

APPENDIX J
SAMPLE BIOGRAPHY

RANK/NAME/SERVICE NUMBER

14 November 1957		Born in Munich, Bavaria, Germany
	1965	Abitur (University entrance qualification)
1975	1977	Officer Training, Armored Cavalry
	1977	Second Lieutenant Platoon Leader w/Armored Cavalry Squadron 1, 1st Panzer Division, Braunschweig
	1978	Captain and S4 Officer w/Armored Cavalry Squadron 11 Muenster
	1980	Captain and Company Commander, w/Armored Cavalry Squadron 11, Muenster
	1982	Major and S2 Officer w/3d Panzerdivision, Buxtehude
1984	1985	Student, Canadian War College
1985	1988	Deputy Commander and S3 Officer w/Armored Cavalry Squadron 11, Muenster
1988	1992	Liaison Officer, WBK 11 to 1st Armored Division, Bad Kreuznach
	1992	Present Liaison Officer, 5th Panzerdivision to V Corps

He participated in many NATO and U. S. exercises with 1st Armored Division and V Corps including:

ATLANTIC RESOLVE

CENTRAL FORTRESS (3)

CARAVAN GUARD (3)

HESSENSCHILD

WARFIGHTER

APPENDIX J
SAMPLE BIOGRAPHY

He also served as the President of the German-American Club, Bad Kreuznach, 1979 - 1982, and as a member of the German -American Friendship Week, in Heidelberg, 1988.

He is a graduate of the Canadian War College

Awards and Decorations:

Golden Cross of honor of the Federal Armed Forces


Meritorious Service Medal

FAMILY:

RANK/NAME and his spouse NAME have two sons, NAME and NAME

Current Address: 111 Albert Einstein Strasse, 69181 Leimen, Germany

APPENDIX K
SAMPLE DA FORM 2442


DEPARTMENT OF THE ARMY
CERTIFICATE OF ACHIEVEMENT
AWARDED TO
SERGEANT FIRST CLASS TRACY E. PIERCE
30TH MEDICAL BRIGADE
FOR OUTSTANDING VOLUNTEER SERVICE TO THE HEIDELBERG COMMUNITY. SERGEANT FIRST CLASS PIERCE HAS BEEN AN INSPIRATION TO SOLDIERS IN HER SELFLESS SERVICE TO THE COMMUNITY AND IN LIGHT OF HER ACCOMPLISHMENTS IS AWARDED THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL. HER EFFORTS REFLECT GREAT CREDIT UPON HERSELF, THE VICTORY CORPS, AND THE UNITED STATES ARMY.
15 MAY 2000 - 20 JUNE 2001
RAUL F. MINIAREZ LTC, AG Commanding

APPENDIX L
V Corps Distinguished Small Unit/Leader Award

